

EMPLOYMENT OPPORTUNITY

ANNOUNCEMENT NUMBER: HNALL 09/15

NOTE: All applicants who are not Family Members of U.S. Government employees officially assigned to Post and under Chief of Mission (COM) authority must have required work and residency permits to be eligible for consideration.

OPEN TO: All Interested Candidates

POSITION: Medical Research Scientist (Vulnerable Populations), FSN-10; FP-5 (step 5 through 14)*

OPENING DATE: May 8, 2009

CLOSING DATE: May 22, 2009

WORK HOURS: Full-time, 40 hours/week

ANNUAL SALARY: *Not-Ordinarily Resident (holding diplomatic passport): US\$47,625 (Starting salary)
(Position Grade: FP-5 will be confirmed by CDC Headquarters)

*Ordinarily Resident: US\$15,335 (Starting salary)
(Position Grade: FSN-10)

LENGTH OF HIRE: Long-term. Actual filling of the position is contingent upon the availability of funds.

The Embassy of the United States of America in Hanoi is seeking an individual for employment for the position of Medical Research Scientist (Vulnerable Populations) in its Centers for Disease Control and Prevention/Global AIDS Program (CDC/GAP) in Hanoi.

BASIC FUNCTION OF THE POSITION

Incumbent of this position will assume a senior leadership role serving as the Vulnerable Populations Program Coordinator, organizing, implementing, coordinating and supervising CDC-supported program activities related to HIV/AIDS prevention among vulnerable populations, including intravenous drug users, commercial sex workers, etc. Incumbent will represent CDC in meetings with the Ministry of Health (MOH), Ministry of Labor, Invalids and Social Affairs (MOLISA) and international experts, and provide implementation guidance and technical support to Vietnam MOH and MOLISA counterparts, Provincial AIDS Centers (PAC), and district health centers funded through U.S. Government Cooperative Agreements to accomplish these functions. Incumbent will also act as an integral part of the President's Emergency Plan for AIDS Relief (PEPFAR) Prevention Technical Working Group to provide implementation and technical guidance to PEPFAR Vietnam and its partners.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office Hanoi. Please contact the Human Resources Office at 3850-5000 X5126 for questions.

QUALIFICATION REQUIREMENTS

All applicants are instructed to address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. University degree in social science or public health is required.

2. Must have at least three years progressively responsible experience in HIV/AIDS or other public health programs, including field experience in managing and coordinating community-based behavioral interventions targeting populations most vulnerable to HIV/AIDS, such as injection drug users (IDU), commercial sex workers (CSW) and men who have sex with men (MSM) and delivery of related training.
3. Must have knowledge of HIV/AIDS prevention principles, community-based behavioral interventions, risk reduction approaches, program models and best practices in implementing HIV/AIDS prevention activities. Must have knowledge about marginalized/vulnerable populations such as IDU, CSW, MSM. Knowledge of the MOH structure and policy and the HIV/AIDS situation in Vietnam is required.
4. Ability to design and manage public health programs is required. Must have an ability to develop appropriate protocols and detailed guidelines for monitoring and evaluating community-based behavioral interventions. Skill in data management and analysis is required.
5. Must have an ability to develop effective working relationships with international, national and provincial partners. Must possess excellent communication and writing skills, strong interpersonal skills, and problem-solving ability.
6. Level 4 (Fluent) Speaking/Reading/Writing English is required (this will be tested). Level 5 (Professional level) Speaking/Reading/Writing Vietnamese is required.

SELECTION PROCESS

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that candidates address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current Ordinarily Resident employees serving a probationary period and/or have not completed six months of employment with the Mission are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
6. The candidate must be able to obtain and hold post security clearance.

TO APPLY

Interested candidates for this position must submit the following, or the application will not be considered:

1. Not-Ordinary Resident (NOR): Application for US Federal Employment (OF-612 or DS-1950);
2. Ordinary Resident (OR): Post form "Application for Employment with the U.S. Mission to Vietnam" available on the website.
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned, etc.) that addresses the qualification requirements of the position as listed above.

You may download the application form at http://vietnam.usembassy.gov/job_opportunities.html#appforms or paper copies are available from the security guard main gate at the U.S. Embassy, 7 Lang Ha Street, Hanoi between the hours of 8:00 A.M. - 5:00 P.M., Monday through Friday.

SUBMIT APPLICATION TO

Human Resources Officer
U.S. Embassy, 7 Lang Ha Street, Hanoi

All applications must be put in sealed envelopes and addressed to the Human Resources Officer to receive consideration. Please write clearly on your envelope the position for which you are applying.

POINT OF CONTACT

Human Resources Office
U.S. Embassy Hanoi
Tel. 84-4-3850-5000
FAX: 84-4-3850-5019

DEFINITIONS

1. U.S. Citizen Eligible Family Member (USEFM) – For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:
 - U.S. Citizen; and,
 - EFM at least 18 years old; and,
 - Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
 2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.
2. Eligible Family Member (EFM): An individual related to a U.S. Government employee in one of the following ways:
 - Spouse;
 - Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
 - Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
 - Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.
3. Member of Household (MOH) – An individual who accompanies or join a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:
 - Not an EFM; and,
 - Not on the travel orders of the sponsoring employee; and,
 - Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.
4. Not Ordinarily Resident (NOR) – An individual who:
 - Is not a citizen of the host country; and,
 - Does not ordinarily reside (*OR*, see below) in the host country; and,

- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the Local Compensation Plan.

5. Ordinarily Resident (OR) – A Foreign National or U.S. citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the LCP.

CLOSING DATE FOR THIS POSITION: MAY 22, 2009

(All applications must be received by the closing date to receive consideration)

AN EQUAL OPPORTUNITY EMPLOYER

The U.S. Mission in Vietnam provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Cleared by: HRO: Williette Gooding
Drafted by: HRA: Binh Vuong